

Message

From: Hanley, Mary [Hanley.Mary@epa.gov]
Sent: 11/25/2020 6:57:12 PM
To: Hauff, Amanda [Hauff.Amanda@epa.gov]
CC: Richmond, Jonah [Richmond.Jonah@epa.gov]; Mills, Madeline [Mills.Madeline@epa.gov]; Siciliano, CarolAnn [Siciliano.CarolAnn@epa.gov]; Mayes, Desmond [Mayes.Desmond@epa.gov]; Mosby, Jackie [Mosby.Jackie@epa.gov]; Picone, Kaitlin [Picone.Kaitlin@epa.gov]; Tyler, Tom [Tyler.Tom@epa.gov]
Subject: RE: For Alex's & OITA AA's Signatures - Tribal Lead Curriculum Letters

Hi Amanda. Based on our call I have sent these forward to Alex and indicated a requested signature date of Dec 9th with Chad's signature to follow since you depart for the Holiday on Friday Dec 11th and are coordinating signature with OITA. Please check to make sure that Chad will be in the office at that time to secure the other signature. As discussed ink signatures will depend on who is in the office and can print and shuffle the letters to OITA. If I hear back from Alex on whether she would like to do auto signatures I will let you know. But, if you don't hear back early next week I encourage that you work with OPS to put this letter into the new auto sign format so that if needed it is ready to go. Thank you.

Have a very nice Thanksgiving.

-----Original Message-----

From: Hauff, Amanda <Hauff.Amanda@epa.gov>
Sent: Wednesday, November 25, 2020 9:03 AM
To: Hanley, Mary <Hanley.Mary@epa.gov>
Cc: Richmond, Jonah <Richmond.Jonah@epa.gov>; Mills, Madeline <Mills.Madeline@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Mayes, Desmond <Mayes.Desmond@epa.gov>; Mosby, Jackie <Mosby.Jackie@epa.gov>; Picone, Kaitlin <Picone.Kaitlin@epa.gov>; Tyler, Tom <Tyler.Tom@epa.gov>
Subject: RE: For Alex's & OITA AA's Signatures - Tribal Lead Curriculum Letters

Good morning, Mary,

The text of these letters were reviewed/approved last month; I have now addressed these to individuals (and obtained addresses). Yes, I agree the OITA monthly meetings are usually cancelled. Alex was excited about these letters and I believe she wanted to do an ink signature. Can you please double check with her?

In the meantime, I will circle back to the communications folks about the double digital signatures. OITA has a heads up that these will be coming their way soon. I would like to have these letters signed as soon as possible to start the mass mailings by December 15th with an internal control date to have everything mailed before the inauguration date/no later than Jan. 15th as the absolute latest. If we need more time, then we can change the letter dates.

Thanks,

Amanda

-----Original Message-----

From: Hanley, Mary <Hanley.Mary@epa.gov>
Sent: Wednesday, November 25, 2020 8:51 AM
To: Hauff, Amanda <Hauff.Amanda@epa.gov>
Cc: Richmond, Jonah <Richmond.Jonah@epa.gov>; Mills, Madeline <Mills.Madeline@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Mayes, Desmond <Mayes.Desmond@epa.gov>; Mosby, Jackie <Mosby.Jackie@epa.gov>; Picone, Kaitlin <Picone.Kaitlin@epa.gov>; Tyler, Tom <Tyler.Tom@epa.gov>
Subject: Re: For Alex's & OITA AA's Signatures - Tribal Lead Curriculum Letters

Hi Amanda. That OITA meeting often is canceled so I would not count on that being a vehicle for signatures. You should work with OPS correspondence folks to have these letters put into the format providing for double electronic signatures for both Alex and Chad. That has been done for recently for these types of letters. Also has Alex and Chad approved the text already? Should I run the text by Alex while you put these into the new format? If you haven't already please coordinate the text with OITA. What is your absolute deadline for these to be signed? I noticed they are dated Dec 15. I am out of the office at the moment but will be back on line later this morning. Also, Jonah is out.

Sent from my iPhone

> On Nov 25, 2020, at 6:57 AM, Hauff, Amanda <Hauff.Amanda@epa.gov> wrote:

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> Good morning, Mary and Jonah,

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> Happy Wednesday! I hope you are doing well!

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> Attached are 24 letters ready for Alex's and Chad's (OITA's AA) signatures. Twenty-three letters are addressed to individuals and then there is one master letter for each federally recognized tribes (i.e., 574). These letters will be sent within the packets of the Tribal Lead Curriculum materials. Currently, packet materials are being printed and created (i.e., USB, Guidebook, Poster).

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> Do you think we can have Alex and Chad do an ink signature on Tuesday of next week during their monthly meeting? Please note both of them have previously approved these letters.

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> Lastly, I added an electronic letter head to them. If you print them out on the official letter head, you would need to remove that electronic letter head. Please let me know if you need me to do that or anything else depending on how we proceed. Once signed, could someone scan them back to me so I can send that forward for the packets? You will find I numbered them in order to track them easier. I also have a tester addressed to me so I can see how the entire packet looks as we are having a contractor send them out.

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> Please let me know if you have any questions.

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> Thank you,

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> Amanda

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> Amanda M. Hauff

> Senior Advisor

> National Tribal Program Manager

> National Environmental Justice Program Manager Office of Chemical

> Safety and Pollution Prevention U.S. Environmental Protection Agency

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